



# Maryland

GOVERNOR'S OFFICE OF  
CRIME PREVENTION, YOUTH,  
AND VICTIM SERVICES

## Notice of Funding Availability (NOFA) Application Instructions

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
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**Note: Hard copy applications are no longer being accepted.**

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## I. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following web URL to obtain instructions and the information required to obtain a User ID and password:  
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is specified within each Notice of Funding Availability (NOFA). If you have previously applied through the web, use your same User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact the Program Manager specified in the individual NOFA.

## II. APPLICATION WEBSITE WORKSHEET

### NOTICE TO ALL APPLICANTS

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Prevention, Youth, and Victim Services' function under Executive Order 01.01.2005.36. Failure to provide all of this information may result in the denial of your application for funding. The Governor's Office of Crime Prevention, Youth, and Victim Services is a government entity; upon submission, this application is considered public information. The Governor's Office of Crime Prevention, Youth, and Victim Services does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. 10-617 (h)(5)), you may request in writing to review grant award documentation. Please send those requests to the Governor's Office of Crime Prevention, Youth, and Victim Services, 100 Community Place, Crownsville, Maryland 21032-2022. For more information on the Public Information Act, please click here: <http://goccp.maryland.gov/public-information-act/>.

### A. FACE SHEET TAB INSTRUCTIONS

#### 1. **Project Title**

The project title should be brief, precise, and reflect what is being funded. For example: "Maryland Criminal Intelligence Network, Heroin Coordinator, Medication Assisted Treatment, Domestic Violence Shelter Services."

#### 2. **Applicant Agency**

The unit of local government (county, city, town, or township), State agency, institution of higher learning, or state/local public, private, community based or non-profit entity that is eligible to apply for grant funds. Full details about the Applicant Agency (Federal ID, Unique Entity Identifier (UEI), etc.) may be viewed by clicking the corresponding underlined organization field. If any information needs to be revised, contact the Program Manager.

If the Government, Township, or Board of Commissioners mandates that the County Executive, Mayor, or Commissioner sign all grant award documents (for all subordinate agencies) then the Government, Township, or Board of Commissioners must be the Applicant Agency.

**3. Authorized Official**

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

You may view the contact information for either agency's Authorized Official by clicking his/her underlined name. A popup box will appear after clicking their name. Procedures for revising an agency's authorized official can be obtained by contacting [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com); or by viewing the General Conditions at: <http://www.goccp.maryland.gov/grants/general-conditions.php>.

**4. Implementing Agency**

The name of the entity that is responsible for the operation of the project. Full details about the Implementing Agency (Federal ID, Unique Entity Identifier (UEI), etc.) may be viewed by clicking the corresponding underlined organization field. Contact the Program Manager to make any revisions.

**5. 'Is service site?' Checkbox**

Clicking these checkboxes automatically adds the Applicant and/or Implementing Organization to the Service Site tab, which documents the location/locations the project is taking place/serving (more details below).

**6. Proposed Start/End Dates**

**Start and end date are determined by the parameters of the Notice of Funding Availability** and are filled in automatically. Projects may not exceed twelve (12) months, unless explicitly stated in the NOFA, or commence before the Notice of Funding Availability defined start date. Grants must start on the first day of a month and end on the last day of the month.

**7. Preparer Information**

Enter the name of the person completing the application, their phone number and their email address.

**8. Officers' Tab Instructions**

To add a new officer or new contact to the Grant Management System, please view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>.

**9. Project Director**

Select the person who will be responsible for oversight and administration of the project on behalf of the applicant. The Project Director is a primary contact for the grant who will receive communications from the Office and will be responsible for disseminating information to others within the subrecipient agency as needed. Selections are limited to implementing/applicant agency personnel in the Grant Management System. To make changes to personnel, view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>.

**10. Fiscal Officer**

Select the person who will be responsible for financial reporting and record keeping for the project. The Fiscal Officer is a primary contact for the grant who will receive communications from the Office and will be responsible for disseminating information to others within the subrecipient agency as needed. You may select any contact currently in the Grant Management System. Use the search windows to search by last name, organization, and/or job title. To make changes to personnel, view the instructions located here: <http://goccp.maryland.gov/grants/requesting-access/>.

### 11. **Civil Rights Contact**

Select the agency's point of contact for handling internal civil rights violation complaints (usually a Human Resources or Personnel Manager). You may select any contact currently in the Grant Management System. Use the search windows to search by last name, organization, and/or job title. To make changes to personnel, view the instructions located here:

<http://goccp.maryland.gov/grants/requesting-access/>

### 12. **Service Sites Tab Instructions**

If the service site is either the applicant agency and/or the implementing agency, select the associated "Is service site?" check box/boxes on the application Face Sheet. Otherwise, provide the site name and full address, **for the location/locations the project is taking place/serving**. If there is more than one location, please enter complete information for each site. If the project has a statewide or countywide impact, please enter "statewide," or "county-wide" in the 'Site Name' field and the county served in the 'City' field. Whether an address is provided, or "state-wide" or "county-wide" is entered, the 'City' field and nine (9) digit zip-code must be provided.

Example:

Site Name: **Anytown Police Department**  
Address: **123 Main Street**  
**Some City, MD 21000-0570**

OR if Location is 'County-wide' or 'Statewide', you must still list a **City and 9-digit zip for funding source reporting**.

## B. **SUMMARY TAB INSTRUCTIONS**

The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. Use the template provided below for your project summary.

The \_\_\_\_ (Implementing Agency's Name) <sup>1</sup> \_\_\_\_\_ (Project Title) <sup>1</sup> \_\_\_\_\_ program helps to \_\_\_\_\_ <sup>2</sup> in \_\_\_\_\_ <sup>3</sup>. The program \_\_\_\_\_ <sup>4</sup>. Program funds provide personnel, equipment, and training. <sup>5</sup>

### **Make the following additions/changes to the above template:**

1. The beginning of the first sentence contains the Agency's Name and the Program Project Title. The project title should be brief, precise, and reflect what is being funded. For example: "Maryland Criminal Intelligence Network, Heroin Coordinator, Medication Assisted Treatment, Domestic Violence Shelter Services" and not the funding source (for example it should not be VAWA 2021 Funding).
2. Indicate what the program proposes to do in general terms (examples include: reduce existing gaps in services, foster collaboration and cooperation among partner agencies and stakeholders, provide direct victim services, etc.).
3. Indicate the service area covered by the program. Local programs should list the specific county. Multijurisdictional programs should list all counties covered, and statewide programs should list Maryland.
4. 1-2 sentences describing the program's main function and who the program benefits/serves.
5. The last sentence summarizes the budget categories proposed to be funded. Depending on the request this could include: personnel, operating expenses, travel, contractual services, equipment and/or other.

## C. **NARRATIVE TAB INSTRUCTIONS**

Provide a description of the proposed program and an expected timeline. The contents for the narrative are explained below. The Narrative must be in an outline-style format (**retaining all numbering, lettering, and headers**). Incomplete narratives may be returned for revision and/or are subject to removal from consideration during the initial technical review.

**1. Problem Statement/Needs Justification**

Include a detailed description of the nature and extent of the problem and/or need to be addressed, the target population, and geographical area served. Provide the latest statistical data to document the problem. What efforts, if any, have been made to address this problem in the past?

**2. Program Goals and Objectives**

Provide a statement that conveys the goals of the program. Goals identify the program's intended short and long-term results and should support the objectives outlined in the Outcomes versus Outputs page located at the end of this document. A summary of these objectives is provided in the reference sheet located at the end of this document.

Identify specific objectives you wish to accomplish through implementation of the program.

**Objectives** are **specific, quantifiable statements** of the program's desired results, and **should include the target level of achievement**, thereby further defining goals and providing the means to measure program performance. Please note, **if you are requesting continuation** of a project previously funded by the Office, in this section you **must** also describe how the goals and objectives continue or build upon previous efforts.

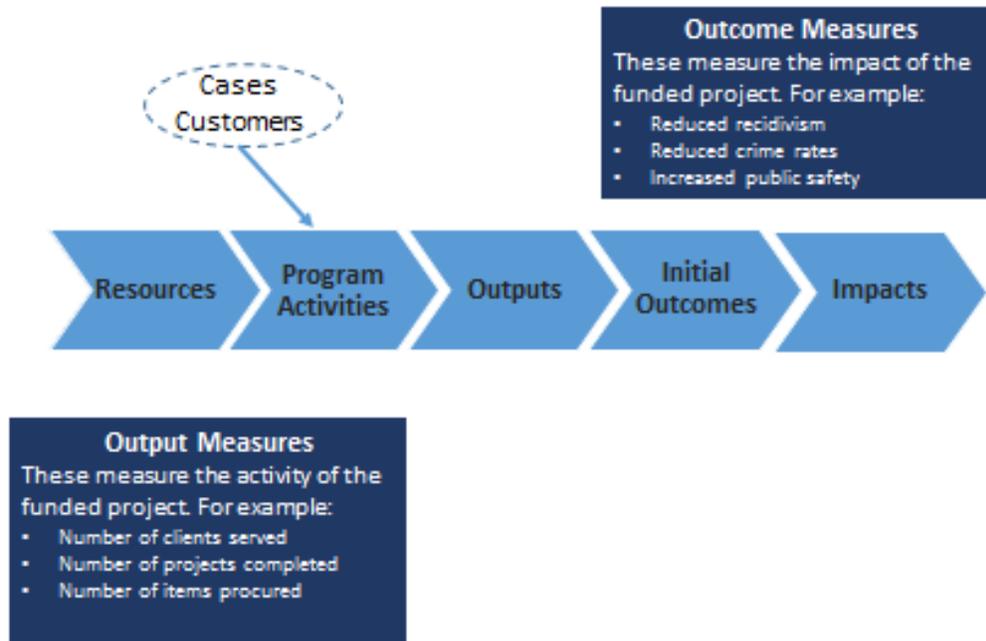
**3. Program Strategy/ Logic Model**

Explain in some detail how the program will address the problem and accomplish the program goals and objectives. Include linkages to other programs, organizations, and stakeholders that will be involved in or impacted by the program. The strategy should be based on an underlying logic—i.e., a set of assumptions regarding the services the program provides, the impacts these services will have on the clients it serves, and the projected results within the community or the targeted population (See Figure 1: Program Logic below). At a minimum, the strategy should address the following program elements:

Program Activities - Describe what the program proposes to do (e.g., education / training, case management, crisis intervention, group therapy, criminal investigation, etc.).

Figure 1: Program Logic

# Program Logic



#### 4. Program Measurement

Output Measures - Identify and describe the immediate services provided by the program. Specify how these outputs will be measured. (e.g., number of trained or counseled clients, arrests made, crimes investigated, crimes solved, sessions held, officers trained, hours of patrol / outreach etc.). Please note, **if you are requesting continuation** of a project previously funded by the Office, in this section you **must** also demonstrate the positive outputs this funding provided through the inclusion of performance measures data on the previous grant cycle.

Initial Outcome Measures - Identify and describe the substantive changes in the targeted population's knowledge, behavior, or disposition that are anticipated to result from the production of the outputs and will drive the impact. Specify how these initial outcomes will be measured and the tools that will be used to measure the change. (e.g., percent decrease in reported incidents of crime; percent decrease in recidivism rates for the population targeted; percent increase in awareness of victim services; percent increase in cases prosecuted through use of DNA tracking, etc.). Please note, **if you are requesting continuation** of a project previously funded by the Office, in this section you **must** also demonstrate the positive outcomes this funding provided through the inclusion of performance measures data on the previous grant cycle.

Impacts - Identify and describe the long-term outcomes that are anticipated to result from the production of the outputs (e.g., lower crime rates, healthier population, increased public safety, reduced spending on incarceration, etc.). Please note, **if you are requesting continuation of a project** previously funded by the Office, in this section you **must** also describe the impact of the previous funding and how this funding will continue or build upon these efforts. **Please include a brief statement on the impact of COVID-19, if applicable, with achieving your program goals and objectives.**

## 5. **Timeline**

Applicants must submit a detailed timeline/work plan. This timeline/work plan must include the following:

- Key tasks that must be carried out to implement the program successfully
- Person(s) responsible for seeing that each task is completed within the proposed timeline
- Target dates for task completion
- Timeframe for achieving objectives

## 6. **Spending Plan**

Detail the timeline for the implementation of each budget line item.

## 7. **Management Capabilities**

Qualifications and Experience of Implementing Agencies: Provide a brief description of the agency's experience and achievements that qualify the agency to conduct the project.

Present and Proposed Staff: List the names and provide a short professional biography of the project director, key consultants, financial officer, and other professional staff members. Clearly identify, by name and title, requested personnel.

Indicate how all requested staff are currently funded (i.e., provide the entire budget for each position. If funded by more than one source, list percentages for each funding source).

## 8. **Sustainability**

What prospects exist for continued financing of the project when grant funds are terminated? What efforts have been or will be made to continue the methods, techniques, and operational aspects of the project when the grant funds are concluded? Indicate planned future sources of funding or proposed jurisdictional planning efforts.

## 9. **Applicant Disclosure of Pending Applications Statement**

Although supplanting is prohibited, the leveraging of federal funding is encouraged. In instances where leveraging occurs, all federal grant funds must be tracked and reported separately and may not be used to fund the same line items. Additionally, federal funds cannot be used as a match for other federal awards.

Applicants are to disclose whether they have pending applications for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g. applications to federal agencies) and indirect applications for such funding (e.g. applications to State agencies that will be subawarding federal funds).

The Office seeks this information to help avoid duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

In this section, applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact for information at the applicable funding agency
- the amount of the funding request as applicable

Applicants that do not have pending applications as described above are to include a statement to this effect in this section (e.g. "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the

same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

#### 10. SAM Registration/Unique Entity Identifier:

Every applicant entity must comply with all applicable System of Award Management (SAM) unique entity identifier(UEI) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. The UEI is a unique twelve-digit identification number assigned to your organization by the System of Award Management System upon registration. When registering, please check the box that allows the record to be a “public display record”, doing so will allow our office to periodically check the status of your organization.

As an appendix, Please provide your UEI number and sam.gov expiration date at the end of your narrative and upload a pdf of your organization’s SAM registration to the **Documents** section of your GMS application. This form can be obtained by registering or renewing your organization annually at <https://sam.gov/content/home>.

**Access to SAM.GOV:** <https://sam.gov/SAM/>

**Important Note:** By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update>.

#### D. LETTERS OF SUPPORT/COMMITMENT

If required in the NOFA, submit letters of commitment by partners who will participate in the execution of the project or whose cooperation or support is necessary to its success. Letters of commitment/support will only be accepted when they are uploaded with the electronic application submission. Letter of support should be addressed to the Executive Director of the Governor’s Office of Crime Prevention, Youth, and Victim Services.

#### E. BUDGET TAB INSTRUCTIONS

You must complete a detailed budget for your proposed project. All ‘Total Budget’ fields will be rounded by the Grant Management System to the nearest whole dollar.

The prioritization of line items is required for all applications having multiple line items. Applicant requirements will be taken into consideration should budgets need to be reduced.

Budgets must be clear and specific. Budgets must reflect one year of spending and where applicable, be adjusted to reflect the start date and holidays. The grant cycle will reflect twelve (12) months, unless explicitly stated in the NOFA. The Governor’s Office of Crime Prevention, Youth, and Victim Services *reserves the right to reduce budgets*.

Each budget line item must include a justification entry. The justification sections must contain brief statements (1 to 2 sentences per line item) that explain each line item and their relevance to the project goals and objectives. **Do not state “See Narrative, Goals, or Objectives”.**

The Governor’s Office of Crime Prevention, Youth, and Victim Services is requiring prioritization of budget requests. This requirement is addressed following the Budget Tab Instructions under ‘Budget Priority Tab.’

Refer to the Grant Management System training videos for further instructions <http://goccp.maryland.gov/grants/gms-help-videos/>.

#### PERSONNEL

The salaries and fringe benefits for staff required to implement the project are listed in the personnel category. Consultants must be listed in Contractual Services. **Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project. Refer to the bottom of the page at <http://goccp.maryland.gov/grants/tips-and-guidance/time-and-effort-reports/> for more information.** If you are paying an employee directly, they should be entered in the Personnel category. **For each position, list salary and fringe benefits as separate line items.**

Original Grant Application Budget							
Original Budget Previous Budget Print Refr							
Help	Budget Category	Total Grant Funds	Total Cash Match	Total In Kind	Total Budget		
?	<b>Personnel</b>	<b>\$33,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,000.00</b>		
Description of Position	Salary Type	Funding	Wage Type	Wage Amount	Total Budget	Just.	
<b>Community Outreach Coordinator</b>						<b>\$22,000.00</b>	
Community Outreach Coordinator	Salary	Grant Funds	Annual	\$60,000.00	\$20,000.00	<a href="#">[View/Edit]</a>	
Community Outreach Coordinator	Fringe	Grant Funds	Annual	\$20,000.00	\$2,000.00	<a href="#">[View/Edit]</a>	
<b>Community Outreach Trainer</b>						<b>\$11,000.00</b>	
Community Outreach Trainer	Salary	Grant Funds	Annual	\$40,000.00	\$10,000.00	<a href="#">[View/Edit]</a>	
Community Outreach Trainer	Fringe	Grant Funds	Annual	\$10,000.00	\$1,000.00	<a href="#">[View/Edit]</a>	

- The 'Description of Position' field must contain the title of the position.
- Position line items (salary and fringe) are grouped via the 'Description of Position' field.
- After completing the first Position's line item, use the dropdown to add additional budget items to the position.
- The 'Description of Position' field is used to select existing positions and to add new positions.
- For multiple staff in the same position, use a suffix (i.e., Position 1, Position 2, etc.)
- Multiple positions with the same hourly rate may be grouped (i.e., Overtime Patrols – 25 Officers).

Note: Fringe benefits cannot exceed 30% of reported salary costs. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Note: For each salary line item, you must include the full annual salary amount, the percentage of time that will be spent on the project, and the hourly rate. Hourly rate can be calculated by full salary divided by 2,080.

**Example justifications based on the Personnel category:**

Justification (line 1):

The Community Outreach Coordinator helps prepare, schedule, and develop trainings targeted for hospitals and other medical facilities.

Annual salary is \$60,000. She will be devoting 33.33% of her time to this project. We are requesting  $\$60,000 * .3333 = \$19,998$ , rounded to \$20,000, in grant funds to support her time on this project. Her hourly rate is \$28.85.

Justification (line 2):

Fringe benefits @ 10% of salary.  $\$20,000 * .10 = \$2,000$

Justification (line 3):

The Community Outreach Trainer makes presentations at hospitals and other medical facilities.

Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are requesting \$40,000 \* .25 = \$10,000 in grant funds to support her time on this project. Her hourly rate is \$19.23.

Justification (line 4):

Fringe benefits @ 10% of salary. \$10,000 \* .10 = \$1,000

**OPERATING EXPENSES**

Office supplies (program supplies should be listed in the 'Other' category), Rental Space, Printing, and Communications. Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Refer to the Funding Specifications Section of the Notice of Funding Availability for a list of allowable expenses.

**TRAVEL**

Travel expenses may include mileage and/or other transportation costs, meals, and lodging consistent with the local jurisdiction's travel regulations and cannot exceed the State of Maryland reimbursement rate specified below. For each line item entered, you must include a justification that ties that item to the activities described in your narrative. **Dates for travel and trainings must be provided in the justification and must fall within the award period.**

- Mileage maximum: \$.585 cents/mile as of 1/1/2022. Current mileage rates are referenced at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- Meal allowance/meal per diem must follow the State rate: <https://dbm.maryland.gov/Pages/MealTipReimbursement.aspx>.
- Lodging per diem must follow the GSA rate: <https://www.gsa.gov/portal/content/104877>.

Travel		\$1,050.00	\$0.00	\$0.00	\$1,050.00
Add new record					Refresh
Description	Funding	Quantity	Unit Cost	Total Budget	Just. Edit Delete
Mileage	Grant Funds	600.00	0.56	\$333.00	Just. ✎ ✕
Meals (B \$8, L \$10, D \$24)	Grant Funds	5.00	42.00	\$210.00	Just. ✎ ✕
Hotel	Grant Funds	5.00	\$101.40	\$507	☑ ✕

**CONTRACTUAL SERVICES**

Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. If you are paying an outside agency for an employee, they are contractual. For the line item description, enter the agency (consulting firm, temporary agency, etc.), a dash and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

**Important:** A copy of all contracts associated with items listed in the Contractual Services category **must** be included with your application. The threshold for consultant rates is \$650 per day or \$81.25 per hour. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

**EQUIPMENT**

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$5,000 or more per unit. Costs may include taxes, delivery, installation and similarly related charges. Equipment with a unit cost less than \$5,000 should be recorded in the 'Other' category (see below). The procurement process used must be consistent with your written procurement guidelines. If such guidelines do not exist, refer to the State of Maryland guidelines by accessing [General Condition Regarding Procurement](#) on the Governor's Office of Crime Prevention, Youth, and Victim Services' website under the Grant's Area.

Maintaining internal inventory records for equipment procured under this funding source is mandatory. For post award inventory requirements, access [General Condition Regarding Property Inventory Report Forms](#) on the Governor's Office of Crime Prevention, Youth, and Victim Services website. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

Property Inventory Report Forms (PIRFs) will only be required for equipment that costs \$5,000 or more per unit cost, unless the Special Conditions in your grant packet state otherwise.

### **OTHER**

Include all other anticipated expenditures which are not included in the previous categories such as registration fees, program supplies, and equipment with a useful life less than one year and a procurement cost of less than \$5,000. For each line item entered, you must include a justification that ties that item to the activities described in your narrative.

### **INDIRECT COST RATE**

Indirect costs may be charged to a subaward only if:

- The subrecipient has a current (unexpired) federally approved indirect cost rate; or
- The subrecipient is eligible to use, and elects to use, the de minimis indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

**Important:** Applicants **must** identify in the narrative if they are utilizing the de minimis rate or if they are utilizing a negotiated rate, and express mathematically how they are arriving at the budgeted amount for indirect costs.

An applicant with a current (unexpired) federally approved indirect cost rate **must** attach a copy of the indirect cost rate agreement to this application. An applicant that does not have a current federally approved rate has the option of electing to use the 10% de minimis indirect cost rate. If an eligible applicant elects the de minimis rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Please note that the de minimis rate may no longer be used once an approved federally negotiated indirect cost rate is in place. The revision to 2 CFR 200.414 (f) expands the use of the de minimis rate of 10 percent of modified total direct costs (MTDC) to all non-Federal entities (except for those described in Appendix VII to Part 200- State and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b). Previously, the de minimis rate could only be used for non-Federal entities that had never received a negotiated indirect cost rate.

Indirect Cost Distribution Bases:

Modified Total Direct Cost, or MTDC (to be utilized if claiming **De minimis**): This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirects costs, and with the approval of the cognizant agency.

Direct Salaries and Wages: This base includes only the costs of direct salaries and wages incurred by the organization.

Direct Salaries and Wages plus Fringe Benefits: This base includes the costs of direct salary and wages and the direct fringe benefits incurred by the organization.

**F. BUDGET PRIORITIZATION TAB**

After completing the Budget tab, click on the Budget Priority tab in the Grant Management System. This tab will provide a list of all budget line items that the applicant has entered in the previous Budget tab. The Budget Priority tab allows the applicant to 'drag and drop' the budget line items in order of priority for funding, beginning with the most essential line item.

Priority	Description	Salary Type	Funding	Total Budget
1	Executive Director	Salary	Grant Funds	\$3,350.00
2	Program Director	Salary	Grant Funds	\$18,723.00
3	Program Director	Salary	Cash Match	\$3,775.00
4	Volunteer Supervisor - Lucretia Scott	Salary	Grant Funds	\$4,000.00
5	Volunteer Supervisor - Daniel McEachran	Salary	Cash Match	\$8,400.00
6	Volunteer Supervisor - Patti Ross	Salary	Grant Funds	\$2,908.00
7	Volunteer Supervisor - Karen Coleman	Salary	Grant Funds	\$2,234.00
8	Volunteer Supervisor - Anne Feehley	Salary	Cash Match	\$1,795.00

**G. DOCUMENTS TAB INSTRUCTIONS**

If there are any additional required forms (e.g. Letters of Support) or other documents that you would like included with your application, use the Documents tab to attach those files. You may upload documents throughout the application process. This could include: UEI /Current SAM registration, letters of support, etc. Please see the [Documents Attachment Guidance under Quick Reference Sheets](#) additional information.

**H. AUDIT FINDINGS/CORRECTIVE ACTION PLAN**

Applicants must submit copies of any Audit Findings and Corrective Action Plans with the application. **Do not send a copy of your audited financial statements**; ONLY the applicable audit findings and/or corrective action plan is required. Please see the [Documents Attachment Guidance under Quick Reference Sheets](#) for additional information.

Please note that the Governor’s Office of Crime Prevention, Youth, and Victim Services is responsible for issuing a management decision for audit findings that relate to grants awarded with federal funds in compliance with [2 CFR §200.521\(c\)](#).

**I. APPLICATION STATUS DROP DOWN INSTRUCTIONS**

After completing and reviewing all sections of the application, use the 'Application Status' dropdown to submit your application electronically. Selecting 'Submit Application' from the dropdown performs a final validation check. If the validation check is successful, the application's status changes to 'Awaiting Hard Copy'.

App. Number:	Grant Number:	Req. Funds:	Match Funds:	Match %:	Project Dates:	Title:	Application Status:
[Unassigned]		\$1,053.00	\$0.00	0.00 %	03/01/2013 - 03/31/2013	Financial Investigations Prac...	--> Submit Application

## J. SIGNATURE PAGES

The Certified Assurances and Federal Anti-Lobbying Certification must be signed by an Authorized Representative. **Both forms may only be signed by the Applicant Agency's Authorized Official or the Alternative Authorized Official.** Both forms must be generated by the online application software. Please see the following [Quick Reference Sheets](#) for additional information on generating and uploading these documents for successful submission:

- [How to generate grant application signature pages](#)
- [How to attach documents to a grant application or grant award](#)

In order for an alternate signatory to be valid, the Governor's Office of Crime Prevention, Youth, and Victim Services must receive a signed, written notification from the applicant agency's Authorized Official (on agency letterhead) stating that an alternate signatory has been designated. More information on changing the Authorized Official or adding an Alternative Authorized Official can be found in the [General Conditions](#) and on the Office's [Changing Authorized Official webpage](#).

## K. SINGLE AUDIT REQUIREMENTS

A non-Federal entity that expends \$750,000 or more in Federal awards during the non-Federal entities fiscal year must have a single audit conducted in accordance with [2 CFR §200.514](#). If this applies to your organization, provide a screenshot of the audit report submitted to the [Federal Audit Clearinghouse](#) and upload to the documents section of the application.

### POST AWARD INSTRUCTIONS:

## L. [SUBRECIPIENT ORGANIZATIONAL CAPACITY QUESTIONNAIRE](#)

This questionnaire is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions and as such is **no longer due at the time of application**.

If awarded, this completed questionnaire will be required post-award. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

### **Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website, Comptroller of Maryland. <https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the [General Conditions](#).

### III. CERTIFIED ASSURANCES

#### **This signed form must be generated by the Online Application Software**

##### **THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:**

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That if the subrecipient has expended \$750,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with [2 CFR §200.514](#) and submitted to the [Federal Audit Clearinghouse](#)

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention, Youth and Victim Services shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention, Youth and Victim Services may reasonably require to administer the program.

6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; **The Omnibus Crime Control and Safe Streets Act of 1968**, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; **Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; **Title II of the Americans with Disabilities Act of 1990**,

which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; **Title IX of the Education Amendments of 1972**, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; **The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations**, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38); **Age Discrimination Act of 1975**, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; **Juvenile Justice and Delinquency Prevention Act of 1974, as amended**, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; **Victims of Crime Act of 1984, as amended**, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and **Violence Against Women Act of 1994, as amended**, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Prevention, Youth and Victim Services.

8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification

utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at <https://ojp.gov/about/ocr/eeop.htm>

Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than \$25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at <https://ojp.gov/about/ocr/eeop.htm> but would be exempt from completing the Equal Opportunity Plan.

The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at [www.ojp.usdoj.gov/about/ocr/assistance.htm](http://www.ojp.usdoj.gov/about/ocr/assistance.htm)

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Prevention, Youth

and Victim Services's General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, Youth and Victim Services' website (<http://www.goccp.maryland.gov/grants/general-conditions.php>).

10. That the Grantee will comply with the provisions of [28 CFR Part 66](#) applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Prevention, Youth and Victim Services.**

# CERTIFICATION REGARDING LOBBYING

**This signed form must be generated by the Online Application Software**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## **CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—  
(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of

Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliance@usdoj.gov](mailto:Ojpcompliance@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

### 3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and

administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

### **This signed form must be generated by the Online Application Software**

1. Grantee Name and Address:
2. Application Number and/or Project Name
3. Grantee IRS/Vendor Number
4. Typed Name and Title of Authorized Representative
5. Signature
6. Date

## **OUTPUT VS. OUTCOMES**

**OUTPUT:** A statistic that quantifies the number of services or products provided/produced as a result of specific activities related to the program/project.

**OUTCOME:** A measurable change in the quality of life, change in behavior by a client, or an impact as a result of the program. Outcomes can be numerical counts, standardized measures, level of functioning scales, or client satisfaction.

### **SAMPLE OUTPUTS VS. OUTCOMES**

#### **Objective 1: Develop criminal justice strategies that are coordinated at the Local, State, and Federal level.**

Output:

- # of agencies/organizations receiving and sharing information since the implementation of the technical solution

Outcomes:

- # of programs reporting an increase in program success due to coordination.
- During current fiscal / calendar year, # of project partners actively participating and collaborating in programs.

#### **Objective 2: Improve victim services for Maryland residents.**

Outputs:

- # of victims served.
- # of victims that received medical accompaniment.

Outcomes:

- # of victims that received services and reported increased safety (self reported by victim).
- # of victims that received services who felt more informed of their rights.

#### **Objective 3: Reduce victimization and criminal behavior in Maryland's children.**

Outputs:

- # of family engagement activities for youth in secure confinement.
- # of educational opportunities provided to youth upon re-entry from secure confinement.

Outcomes:

- # of youth who exhibited an improvement in family relationships during the reporting period.
- # of youth who have exhibited increased educational participation upon reentry from secure confinement during the reporting period.

#### **Objective 4: Maximize the public safety returns on Maryland's corrections spending.**

Output:

- Percentage decline in prison population.

Outcomes:

- # of dollars reinvested in treatment or evidence-based alternatives to incarceration.
- # of offenders rehabilitated and reintegrated into society.

#### **Objective 5: Increase the availability of data to support data-driven approaches to criminal justice issues in Maryland.**

Output:

- # of additional data sources provided to the Office.

Outcome:

- # of data-driven criminal justice policies enacted.